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SECURITY INFORMATION

Approved For Release 2000/06/19 : CIA-RDP80-00832A000100050017-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, Efficiency Awards Committee

FROM : Recorder, Efficiency Awards Committee

SUBJECT: Meeting of Efficiency Awards Committee

DATE: 29 October 1951

1. Confirming our recent conversation, the Efficiency Awards Committee will meet on Thursday, 1 November 1951, at 10:00 a.m. in Room 115, North Building.

2. One employee suggestion and two superior accomplishment recommendations are summarized below. You may care to bring this memorandum to the meeting for convenient reference.

Suggestion

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a.

[REDACTED]
Intelligence Officer, GS-14
Office of Research and Reports
Economic Services Division

Disapproved
11/1/51

(1) Synopsis of suggestion:

According to the suggester, research analysts in ORR are in need of a simplified source of reference to guide them in obtaining research materials and services. Consequently, it is suggested that procedural matters might be simplified and assembled as an ORR operating manual, illustrated with outline reference charts and well indexed. Furthermore, the manual should be in loose leaf form for periodic revision. (NOTE: Submitted with the suggestion was a flow chart showing the normal flow of intelligence material from the Liaison Division of OCD to appropriate CIA offices. The chart highlights the routing of ORR material to the Control Branch, where the Reading Panel makes further distribution to Divisions and Branches. The suggester relates that other procedural matters could be simplified and graphically depicted in like manner.)

In the suggester's opinion, adoption of this recommendation would save time, rather than dollars, and would increase efficiency and morale.

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(2) Evaluation of Deputy Advisor for Management, [REDACTED]

- Subject suggestion is apparently worthwhile but not novel.
- Recommend no award, but believe suggester deserves a nice letter of thanks.
- "Note for Record: Management will follow and render any assistance desired."

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Superior Accomplishment Recommendations

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a. [REDACTED]

Intelligence Officer, GS-15
Office of Research and Reports
Industrial Division

(1) Original recommendation:

Mr. Theodore Babbitt, AD/ORR, in his memorandum dated 20 November 1950, proposed that [REDACTED] be promoted to the top of grade GS-14, in accordance with CIA Regulation [REDACTED].

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(a) Synopsis of recommendation:

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1 [REDACTED] entered on duty in the Office of Reports and Estimates in the grade of GS-13 (Business Economist) as acting chief of the Machinery and Machine Tools Section of the Economic Branch of the Eastern European - USSR Division on 11 April 1949. He was promoted to GS-14 on 14 September 1950. At all times [REDACTED] interest, zeal and competence have been outstanding and have consistently earned for him efficiency ratings of excellent.

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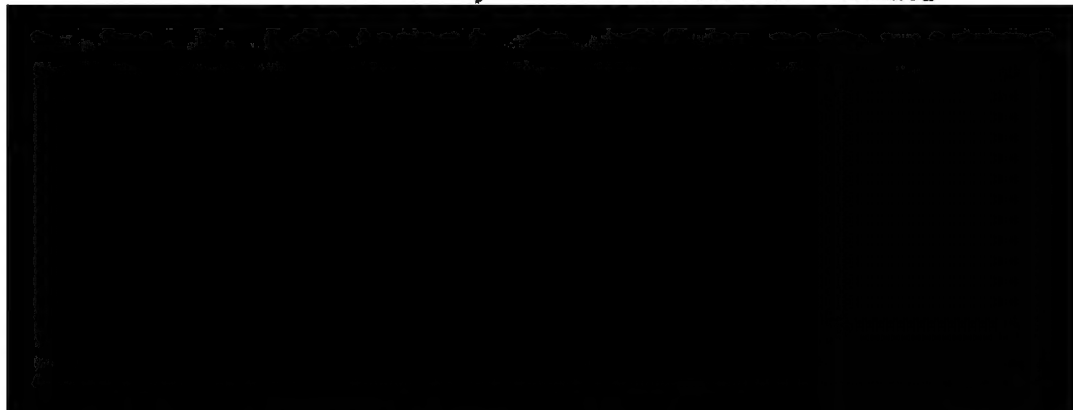
4 [REDACTED] has not only provided intelligence information which disclosed the Soviet methods for overcoming a critical industrial shortcoming but at the same time has given to the US industries the means of solving this same problem. The Director of the Staff of the Munitions Board, Department of Defense, has directed a memorandum of appreciation to the Director of the Central Intelligence Agency expressing the appreciation of the Munitions Board for the services rendered to the defense effort [REDACTED]

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(b) Verbatim reproduction of the commendatory memorandum follows:

"MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE AGENCY

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2. The Munitions Board considers that [REDACTED] has made a valuable contribution to the defense effort in bringing this process to the attention of the Department of Defense and wishes to express appreciation for his careful collection and compilation of the essential data from foreign sources.

/s/

PATRICK W. TIMBERLAKE
Major General, U.S.A.F.
Director of the Staff"

(2) Action taken by Committee on Mr. Babbitt's recommendation:

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(a) Reference memorandum to Assistant Director for Office of Research and Reports, from Recorder, Efficiency Awards Committee, dated 6 March 1951, Subject: Recommendation for Reward for Superior Accomplishment, [REDACTED] which is quoted below:

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"Recommendation and "Personnel Action Request" are returned herewith at the direction of the Committee with the request that further information be obtained from the Department of the Army and/or the Munitions Board relative to the success of the election [REDACTED] process. The Committee has not finally determined the merits of the case, but desires such additional information as may be obtained to consider in determining whether or not grounds may exist for granting a cash award rather than a salary step increase.

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Such salary step increase, if granted, would be limited to \$200.00 and could not, under the terms of Administrative Instruction [REDACTED] be approved in the amount of \$1000.00 as recommended in Paragraph 6 of your memorandum.

FOR THE EFFICIENCY AWARDS COMMITTEE:

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/s/

[REDACTED]

(3) Subsequent recommendation:

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(a) Mr. Max F. Millikan, AD/ORR, in his memorandum dated 30 August 1951, proposed that [REDACTED] be granted appropriate recognition and a salary step increase for his meritorious service. A synopsis of this recommendation follows:

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[REDACTED]

(2) It is impossible at this time to determine quantitatively the monetary benefits and strategic value of the process to the government and industry, but these are believed to be considerable.

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[REDACTED]

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time, it is recommended that [REDACTED] be granted appropriate recognition and a salary step increase for his meritorious service. Form 37-3 is submitted herewith.

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[REDACTED]

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[REDACTED]

quired to set up this process is relatively cheap, and a high degree of skill is not required to operate it.) has confirmed its feasibility and has resulted in some advancements and technical improvements in the method."

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(5) Report of Deputy Advisor for Management, [REDACTED]

"1. The decision concerning the subject award, in the opinion of the undersigned, should be based upon two principal considerations:

a. The significance of the suggestion.

b. The extent to which the suggestion resulted from initiative and effort not normally called for in the pertinent job description.

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[REDACTED]

"3. If the employee's job description does not provide for the initiative and ingenuity displayed in the basic research work, an award would appear to be appropriate. It might also be added that the monetary value of the suggestion to the United States Government should serve to throw the decision in favor of the employee in case of doubt as to his position responsibilities."

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/s/

[REDACTED] 25X1A

b. [REDACTED]

Electronics Engineer, GS-11
Office of Communications
Engineering Branch

On quote (reg. ver.)

*Pending
report of Mr.*

[REDACTED]
Electrical Engineer, GS-12
Office of Communications
Engineering Branch

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[REDACTED]
Commo Officer, GS-15
Office of Communications
Office of the Chief, [REDACTED]

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Chief Engineer, GS-15
Office of Communications
Office of the Chief

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Mechanical Engineer, GS-12
Office of Communications
Engineering Branch

(1) Original recommendation:

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[REDACTED], Chief, SI/OSO, in his memorandum to the Acting Director, Office of Communications, dated 17 August 1951, recommended letters of commendation to the following-named employees and meritorious salary increases in the amounts listed opposite their names:

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\$800.00
600.00
400.00
200.00

Wodke

(a) Synopsis of recommendation:

1 Salary increase proposals for the above-named employees of the Communications Office are based on their painstaking, persistent, and brilliant work culminating in the recent development of technical equipment and techniques of extreme value to this Staff and to the U. S. intelligence effort as a whole.

2 The development of this equipment and these techniques, which are primarily the results of the efforts of subject personnel, have not only been of great value to the U.S. intelligence effort but have contributed materially to the security of U.S. communications and U.S. intelligence.

3 The extreme sensitivity of this project, of which you are aware, makes it neither possible nor advisable to discuss their contribution in greater detail in this or any similar communication. Detailed substantiation of the fact that these four men merit special recognition can, however, be furnished by this Staff orally to the appropriate officials of the Agency if necessary.

4 While the contribution made cannot be measured adequately in dollars and cents, it is felt that these employees should receive more substantial recognition than merely an official letter of commendation. In view of the technical competence, vision, and persistence exhibited, it is strongly felt that these employees should be granted meritorious salary increases.

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(2) Subsequent recommendation:

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(a) [REDACTED] Acting Director of Communications, in his memorandum to the Chairman, Awards Committee, dated 6 September 1951, made the following recommendations:

1 That Awards Committee prepare letters of commendation to the following employees for signature by the Director, Central Intelligence Agency:

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a [REDACTED], who initiated and directed the project to its successful completion.

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b [REDACTED], Chief, Engineering Branch, during final phases of the project.

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(NOTE: [REDACTED] was promoted from GS-13 to GS-15 on 16 September 1951. [REDACTED] was promoted from GS-13 to GS-15 on 2 September 1951.)

2 That the Awards Committee recommend approval by the Deputy Director (Administration) of meritorious salary increases in accordance with the following schedule:

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<u>a</u>	[REDACTED]	\$600.00
<u>b</u>	[REDACTED]	400.00
<u>c</u>	[REDACTED]	200.00

3 That Committee prepare letters of commendation to the above-named men for signature by the Director, Central Intelligence Agency, notifying them of these meritorious salary increases.

(b) Synopsis of suggestion:

1 The above employees of the Office of Communications have recently completed the development of technical equipment and techniques which contribute materially to the security of the United States Government communications services and which are of extreme value to the intelligence effort.

2 The extreme sensitivity of this work from the security standpoint prevents inclusion of details in this record. However, such details can be made available orally to appropriate officials of the Agency where necessary.

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(c) Evaluation of Deputy Advisor for Management, [REDACTED]:

"The suggestion appears to be the product of a considerable amount of technical ingenuity. Within the permissible limits of security the Management Analysis Office has gone into the matter and awards appear to be in order for the employees concerned with the initiation and development of the proposal."

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